

# **Progress Report #1**

For the project entitled:

## **Summer Transportation Institute**

*Reporting Period: March - April 2007*

Submitted by:

**Susan Gallagher**

Education Program Coordinator  
Western Transportation Institute (WTI)  
College of Engineering  
Montana State University – Bozeman

Submitted to:

**Montana Department of Transportation**

Research Programs  
2701 Prospect Avenue  
Helena, Montana 59620

April 30, 2007

## **Task 0: Project Implementation Plan Development**

During this quarter, a detailed implementation plan was developed by Susan Gallagher for hosting a Summer Transportation Institute at Montana State University in June 2007. The plan, outlining the goals, tasks, staff responsibilities, and schedule for the institute, was submitted to the Montana Department of Transportation Research Division and Federal Highway Administration for review and approval. The plan was approved by MDT and FHWA and a contract agreement signed between the Western Transportation Institute and the Montana Department of Transportation effective March 12, 2007. The total approved budget for the project will not exceed \$35,941.

*Status: 100% completed*

## **Task 1: Project Management and Reporting**

Susan Gallagher will be responsible for project management and reporting. This progress report is the first quarterly report prepared and submitted to MDT in fulfillment of project reporting requirements stipulated in the agreement.

### Action Items for Next Period:

- A second progress report will be submitted for the next quarter.

*Status: On-going*

## **Task 2: Student Recruitment**

### Preparation of student recruitment materials

- Neil Hetherington, WTI Graphics Artist, prepared color posters and brochures with photos and information about the 2007 STI. Susan Gallagher prepared the announcement and application form for the 2007 program.

### Dissemination of Student Recruitment Materials

A packet of recruitment materials, which included an introductory letter, application form and program announcement, and colored posters and brochures was prepared and distributed to over 200 Montana High Schools in March 2007. The application deadline was set for April 30, 2007.

### Action Items for Next Period:

- Follow-up phone calls will be made to high school counselors to ensure that students are informed about the opportunity to participate

in the STI. The STI Advisory Board will assist Susan Gallagher in contacting schools.

- A student selection committee will be formed to review selection criteria and to select students for the 2007 program.

*Status: 60% completed*

### **Task 3: Project Kick-Off Meeting**

A project kick-off meeting has been scheduled at MDT headquarters in Helena at 1pm on Monday, May 7. Susan Gallagher will prepare an agenda and will meet with the MDT project manager and technical advisory board to receive input on STI management, curriculum, timelines, and expected outcomes.

#### Action Items for Next Period:

- Prepare for and attend project kick-off meeting at MDT.

*Status: 0% completed*

### **Task 4: Intermodal Advisory Board Meeting**

A meeting of the Intermodal Advisory Board for the STI was conducted on April 20, 2007. The IAB is made up of representatives from both the public and private transportation sectors as well as academia. Sue Sillick, the MDT project manager, also participated in the meeting. The IAB provided feedback and support related to student recruitment issues, curriculum and activity planning, and partnership building. Meeting minutes were distributed to attendees.

*Status: 100% completed*

### **Task 5: Staff Hires**

Position descriptions were developed for STI staff, including a Program Coordinator, Teaching Assistant, and two Residence Hall Assistants. Position announcements were disseminated to the OPI website, local schools, MSU Career Services, the College of Engineering, and the Departments of Education, Agricultural Education, and Health and Human Development. The application deadline was set for April 30.

Susan Gallagher is currently conducting interviews of applicants for the three positions.

#### Action Items for Next Period:

- Conclude interview and selection process and hire and train STI staff.

*Status: 75% completed*

### **Task 6: Program Logistics**

During the first quarter, a contract was signed with MSU Conference Services confirming room and board arrangements for STI participants. The WTI Conference Room was also reserved as teaching space for the STI and MSU Motor Pool was contacted to reserve transportation for students over the two-week period.

Action Items for Next Period:

- Complete lab and teaching room reservations based on finalized STI schedule. Prepare for STI parent/participant orientation.

*Status: 60% completed*

**Task 7: STI Program Planning**

Susan Gallagher has begun coordinating with guest speakers to develop the 2007 STI curriculum. A preliminary schedule is being developed. Scott Keller (IAB representative from MDT) will coordinate a field trip to MDT in Helena during the program.

Action Items for Next Period:

- Continue to prepare STI curriculum and schedule speakers, lecturers, and field trips. Finalize STI schedule.

*Status: 10% completed*

\* Task 8 (conducting STI) will commence and finish during the next quarter. Task 9 (de-briefing meeting at MDT), Task 10 (preparation of final report), and Task 11 (preparations for 2008 STI) will begin during the third quarter.

**Summary of Expenditures**

The table below summarizes the projected WTI expenditures on this project through April 30, 2007.

<b>Budget Category</b>	<b>Budgeted Funds</b>	<b>Spent this Period</b>	<b>Total Remaining</b>
Personnel Salary	\$10,388	\$771.12	\$9,616.88
Fringe Benefits	\$3,844	\$285.31	\$3,558.69
Contractual	\$4,400	\$0	\$4,400
Travel/Transportation	\$1,920	\$0	\$1,920
Participant Support Costs	\$10,919	\$125.00	\$10,794
Supplies	\$300	\$0	\$300
Indirect costs	\$4,170	\$236.29	\$3,933.71
<b>Total:</b>	<b>\$35,941</b>	<b>\$1,417.72</b>	<b>\$34,523.28</b>